



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE STE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

REPLY TO
ATTENTION OF:

IMNE-MEA-MW

25 October 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 73, Gifts Offered to the Garrison for Distribution to Individuals

1. This policy memorandum establishes procedures to regulate acceptance of gifts for distribution to individuals when offered to Fort Meade Garrison personnel.
2. References:
 - a. AR 1-101, Gifts for Distribution to Individuals, 1 May 1981
 - b. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010
 - c. IMCOM Delegation of Authority to Accept Gifts for Distribution to Individuals, 23 August 2011
3. Applicability. This policy applies to personnel under my command who are offered gifts for distribution to individuals. It is in consonance with the authority delegated to me by IMCOM on 23 August 2011.
4. General Policy. I have determined that where there is a voluntary offer of goods by individuals or organizations for distribution to Fort Meade personnel for their personal use, that the Chief of the Marketing Division (Marketing) of the Directorate of Family Morale, Welfare, and Recreation (DFMWR) shall be my principal staff official for receiving, recording receipt, distributing, and accounting for distribution of such gifts. It is my determination that although in some cases receipt of such gifts may be processed under either AR 215-1 or AR 1-101, to the greatest extent possible, acceptance shall be processed under AR 215-1.
5. Specific Acceptance Procedures. When a gift for distribution is offered, Marketing shall prepare a memorandum for the Director of DFMWR, or me if the dollar amount exceeds the Director's acceptance authority, making the following determinations:
 - a. That acceptance is in the best interest of the DFMWR.
 - b. That the DFMWR needs the gift.

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- c. That the cost to the DFMWR is not greater than the benefit to the DFMWR.
 - d. Whether the conditions imposed by the donor can be met and whether the burdens imposed by the conditions exceed the benefit to the DFMWR.
6. Specific Restrictions on Acceptance. The DFMWR shall:
- a. Not accept alcoholic beverages or tobacco products.
 - b. Not solicit gifts. The DFMWR may, however, identify DFMWR needs in response to inquiries from prospective donors.
 - c. Ensure that advertising marked on articles must not be the type that will discredit the military service
 - d. When appropriate to avoid any appearance of endorsement, post disclaimers that the Army does not officially endorse the product donated or the organization furnishing it.
 - e. Accept gifts only when all ownership rights are relinquished by the donor.
 - f. Not give the donor exclusive rights to furnish products.
 - g. Not arrange special concessions or privileges for the donor.
 - h. Ensure that the donor is aware that the DFMWR will decide the category of personnel to receive the gifts.
7. Distribution Goals. Marketing shall endeavor to:
- a. Target junior personnel as the primary recipients of these gifts. Junior personnel are defined in accordance with customary military and civilian rank and grade structure. In other words, those receiving the least pay should have the highest priority for receiving gifts that have been donated for distribution to Fort Meade personnel.
 - b. Ensure openness in distributing the gifts. This is to avoid the appearance that only a privileged group of people receive the gifts.

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c. Ensure that all organizations on Fort Meade, supported by the DFMWR, are given an equitable opportunity to receive gifts intended for personnel serving or living on the installation.

d. Prevent such gifts from being given to personnel intending to sell them to other Fort Meade or non-Fort Meade personnel.

e. Use the full range of suitable organizations, such as the Public Affairs Office, to distribute the gifts fairly, equitably, and timely.

8. Reports. Within one week after the conclusion of each fiscal year quarter, Marketing shall provide a report informing me of the donors, amounts donated, nature of the donations, recipients, and distribution of recipients among the Fort Meade community.

9. Questions regarding this policy should be addressed to DFMWR, Marketing and Advertising Division at (301)-677-2988.


EDWARD C. ROTHSTEIN
Colonel, Military Intelligence
Commanding

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